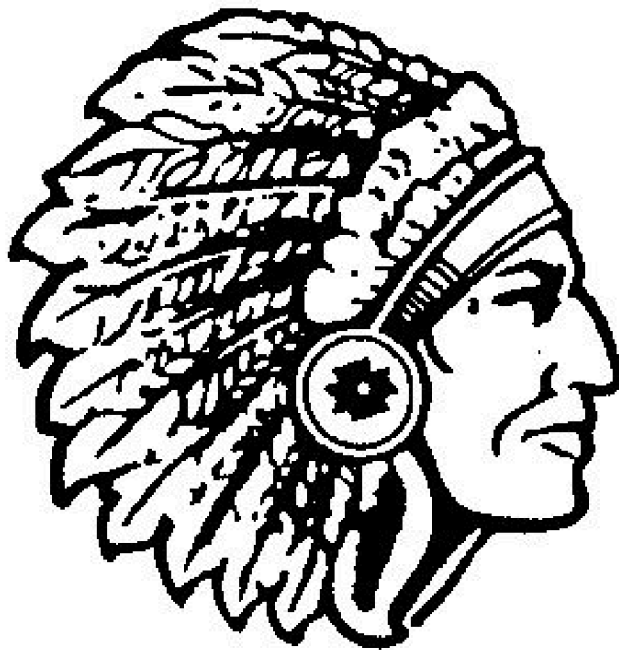


**ADRIAN
MIDDLE SCHOOL
AND
HIGH SCHOOL
STUDENT HANDBOOK
2025-2026**



BLACKHAWK PRIDE

*Uniting our Attitude and Effort to proudly represent
our School, Team, and Community*

ADRIAN R-III HIGH SCHOOL
STUDENT HANDBOOK
PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Adrian R-III Middle School and High School. This handbook has been developed for the purpose of acquainting all students, parents, patrons, and Adrian R-III Staff with the organization and practices of Adrian Middle School and High School. Please read it carefully and keep it as a reference. The policies herein have been approved by the Adrian R-III Board of Education.

School Address

601 N. Houston St.

PO Box 98

Adrian, MO 64720

Office—816-297-4460

Fax — 816-297-4598

School Website: www.adrian.k12.mo.us

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Middle School/ High School Teachers/Staff

Mr. Matt Davis	Principal
Mrs. Ashley Oates	Assistant Principal/Curriculum Director
Mrs. Amy Basore	Athletic Director
Ms. Brenna Rich	Special Services Director
Mrs. Leslie Wetter	Curriculum and Instruction
Mrs. Chancy Glynn	School Counselor
Mrs. Sarah McCulley	Process Coordinator
Mrs. Katie Taylor	Administrative Assistant
Mrs. Hillary Shriver	Administrative Assistant
Mr. John Collins	Technology Administrator
Mr. William Kussmaul	Science
Mrs. Michele Burris	Mixed Media / Communication
Mr. Eric Moles	Physical Education
Mr. Trevor Thompson	Social Studies
Mrs. Natalie Prater	Language Arts/ AVID
Mrs. Lisa Harrison	Special Education
Mrs. Sarah McCulley	Special Education
Mr. Shaun Bruto	Special Education
Mrs. Emily Cottle	Library/Media Specialist
Mrs. Tina Gaylord	Math
Mrs. Sydney Ware	Band
Mrs. Angela Cook	Speech and Debate / FACS
Mr. Nick Heathman	Science
Mr. Dylan Ballew	Math
Mrs. Dallas Gutshall	Foods / Health
Mr. Stephen Till	Music



Mrs. Stacey Evans	Language Arts
Mrs. Jordan Leister-Gant	PLTW/ AVID
Mr. Shawn Calhoun	Science
Mrs. Erica McMillan	Art
Ms. Casinda Smith	Agriculture
Mr. Tanner Pitts	Math
Mrs. Aryliss Hamilton	ISS/ITV Supervisor
Mrs. Megan Johnson	Language Arts
Mrs. Jami Smith	Math
Ms. Austin Boon	Social Studies
Mr. Jacob Weeks	Social Studies
Mr. Ben Palmer	Art
Mrs. Kelsi Robards	Physical Education
Mr. Ethan Romi	Agriculture
Mrs. Kinda Williams	Business/Technology
Mrs. Dana McCroskie	Science & Social Studies
Mrs. Cassy Slattery	MS English
Mr. Rylee Mabe	Physical Education



2025-2026 School Calendar

<u>Date</u>	<u>Event</u>
August 19th	1 st Day of School
October 23rd	Early Dismissal
October 22nd/ 23rd	Parent-Teacher Conferences
October 24th	No School
November 25th	School in Session
November 26 - 28	No School
December 18th	End of 1 st Semester (Early Release @ 1:10)
December 19th to January 5th	No School (Winter Break)
January 6th	3rd Quarter Begins
March 3rd	No School
May 20th	Last Day of School (Early Release @ 1:10)



Adrian HS/MS Bell Schedule for 2025-2026

Hour	Time
1st	7:50-8:50
2nd	8:54-9:49
3rd	9:53-10:48
4th	10:51-11:46
MS Lunch	11:50-12:11
5th HS	11:50-12:45
5th MS	12:14-1:10
HS Lunch	12:47-1:10
6th	1:14-2:09
7th	2:13-3:08
8th MSHS Blackhawk	3:12-3:35



ADRIAN R-III SCHOOL DISTRICT MISSION STATEMENT

In support of excellence, the Adrian R-III School District commits its resources of time, intellect, and money to provide a physical and emotional environment that will maximize learning for all students. Students must be prepared for their future, whether it be post-secondary education or entry into the workforce.

The mission of the Adrian R-III School District, serving as a unifying element of our community, is to provide lifelong learning through its commitment to quality educational opportunities that prepare individuals to be effective, responsible citizens in a changing society.

STATEMENT OF NON-DISCRIMINATION

Students, their parents/guardians, and employees of the Adrian R-III School District are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in its programs or activities. Any person having injuries concerning Adrian R-III compliance with Title VI, Title IX, and Section 504 is directed to contact the Superintendent of Schools of Adrian R-III, P.O. Box 98, 601 N.

Houston, Adrian, Missouri, 64720-0098. The Superintendent of Schools has been designated by the Board of Education of Adrian R-III to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504. Mr. Don Lile, Superintendent of Schools, Adrian R-III Schools, (816) 297-2710, Title VI, Title IX, and Section 504 Coordinator.

PUBLIC LAW 101-226 DRUG-FREE SCHOOL AND WORKPLACE

Under provisions of P.L. 101-226, it is the policy of the Adrian R-III School District that the unlawful possession, use or distribution of illicit drugs or alcohol is prohibited on school property or during the participation in a school sponsored event. An illicit drug is defined as any substance represented as a narcotic, hallucinogen, etc. that is unlawful, prohibited, or unauthorized. This policy shall apply to all students and employees of the district or non-school persons who are attending school activities or using school facilities.

ADRIAN ALMA MATER

Oh, to Adrian, dearest
Adrian, thoughts will ever
turn on the altar black and
gold our fires will ever burn.
All our fondest memories our
hearts will sacred hold.
We pledge allegiance to the black and gold.

So in song, our voices raise to dear old
Adrian High. We will honor, and we'll raise
her banner to the sky. Whether in defeat or
loss or in sweet victory, we'll sing and shout
on high for Adrian High.

Dear old Blackhawks, dear old Blackhawks,
we'll stand up for you.
We will bring back the gold and black.
We're loyal and true blue.



Stand and cheer now, never fear now, we
will hold the line.
Cheer, cheer the gang's all here for Adrian High!

GENERAL POLICIES AND INFORMATION

Backpacks/Bags/Purses

Backpacks, purses and large bags will not be allowed in the classrooms. Students will be issued a locker at the beginning of the year where they will be asked to leave their belongings at the beginning of the day. Students may use passing time to retrieve items from their locker.

Bus Regulations

The bus driver is completely in charge of his/her bus and the driver can assign a seat for which the student will be held responsible. Bus route inquiries should be addressed to the office of the superintendent. All school classroom rules apply on school buses and violations of these rules shall be reported to the principal.

Candy, Pop and Other Food Items

Students will be allowed to have drinks and snack items during class at the discretion of the individual teacher and his or her classroom. Students need to complete their breakfast prior to arrival at school or have breakfast finished in the commons before school begins at 7:50am. Any damage to school property by the student because of food or beverage will result in the student being responsible for replacement of the item. Students who do not comply with the expectations of the teacher will be subject to discipline.

Care of School Property

It is the responsibility of each student to see that school property is kept in good condition. Students will be held responsible for all chromebooks, IPADs, books, supplies, and furniture provided to them by the Board of Education. All textbooks will be furnished by the school. If any book is lost or damaged, the student will be required to pay the amount to repair or replace the book. Students who deface or injure school property shall be required to pay all damages. Willful damage to property will be considered grounds for suspension. In cases of theft of school property, persons can expect to be prosecuted.

Checking Out of School During the School Day

After a student has reported to school, he/she is not to leave at any time except after reporting to the office and receiving permission. Permission to leave school will not be granted unless the student presents a written request from a parent/guardian or the parent/guardian contacts the school by telephone. Leaving school for an illness will be handled by the school nurse on an individual basis. Students must also gain permission from the office to go to their cars or the parking lot during the school day.

Chromebook/Computer Devices:

The focus of the one-to-one (1:1) Chromebook Program at Adrian School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result increasing access to technology is essential. One learning tool of 21st Century students is the use of Chromebooks; individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the classroom teacher. Effective teaching strategies with a Chromebook integrates technology into the curriculum for anytime, anyplace, anywhere learning. Adrian School District's 1:1 vision promotes a student-centered learning environment where technology supports curriculum. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success.



The district will provide ongoing professional development and tools to support Adrian students in an evolving digital world. The extended use of district owned technology is a privilege which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines. ASD provides students and employees with extensive technology resources, including computing facilities, local area networks, internet access and email addresses. The information within this document applies to all Chromebooks used at Adrian School District, including any other device considered by the Administration to come under this policy.

1. Annual Receipt of Your Chromebook and Check-In

1.1 Receiving Your Chromebook

Chromebooks will be distributed in the fall to students who attended the Parent/Student Chromebook orientation. Parents and students must attend a yearly Chromebook Orientation. Before receiving a Chromebook, students and parents must complete and return the following: Chromebook Fee Coverage with appropriate fees and acknowledgement of the expectations.

1.2 Chromebook Check-In

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Adrian School District during the school year, their Chromebook will be returned at that time. The same Chromebook will be returned to students in the fall.

1.3 Return Policies

Individual school Chromebooks and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Adrian School District for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Adrian Police Department and may delay access to public school records.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Policy, Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition. The student will be charged a fee, detailed on page 5, for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove ASD identification tags will be subject to disciplinary action.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.



2.1 Carrying Chromebooks

The Chromebook should always be carried with the screen shut. Care must be taken when placing the Chromebook into backpacks and carrying in the hallways.

2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the Chromebook when it is open or closed. No objects should be placed on the keyboard. Do not place anything near the Chromebook that could put pressure on the screen. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen. Do not “bump” or “drop” the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

2.3 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their locker or kept with the student. Students are required to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should never be stored in a vehicle at any time due to the possibility of theft. Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

2.4 Chromebooks

Left in Unsecured Areas Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office. Violations may result in loss of Chromebook privileges and/or other privileges.

2.5 Chromebook Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with lost, stolen or damaged devices as stated in this Agreement also apply to extracurricular events. It is not the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

3. ADRIAN SCHOOL DISTRICT Chromebook Fee Coverage

Chromebook COVERAGE

Students assigned a district device are responsible for all damages whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the Adrian School District's I.T. Department.

Enrollment Information

The Chromebook Fee Program provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs. The Chromebook Fee Program will cover one school year (August to May) and is non-refundable. Students receiving a device after February 1st of each calendar year will be eligible for prorated coverage.

Prior to students receiving their chromebook the fee must be paid and the technology agreement form signed by students and parents.



Annual Cost August - May \$20.00 \$10.00 - If qualify for Free or Reduced lunches *Max of \$40 per family*	Damage Coverage 1st Incident: \$0 2nd Incident: \$0 3rd Incident: Full Cost	Stolen Devices 1st Incident \$50.00 2nd Incident \$100.00 3rd Incident Full Cost	Not Covered -Cords -Charger -Intentional Damage (ex: something pushed into ports, direct hit to screen, keys picked off) -Loss without a copy of the police report
Cost after Winter Break \$10.00 \$5.00 If qualify for Free or Reduced lunches *Max of \$20.00 per family*	Examples of Costs: Screen Replacement Keyboard Replacement	Examples of Costs: Stolen - \$250.00 depending on age of the device. A police report is required to file a stolen property claim.	Lost Cords/Chargers \$40.00

Two incidents total are covered per year.

If lost or stolen and the chromebook is later recovered in working condition, the fine will be refunded.

If a student leaves the district, but does not return the Chromebook, they will be fined for the full amount of the replacement cost.

All students are required to pay the chromebook usage fee.

4. Using Your Chromebook at School

Chromebooks are intended for use at school each day and as such students are responsible for bringing their Chromebook to all classes unless informed otherwise by the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Chromebook. **STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.**

4.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If a loaner is available they may check one out from a designated school area. If a student repeatedly (two or more times as determined by any teacher) leaves their Chromebook at home, they may lose their take-home privileges and be required to “check out” a Chromebook from the office or designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

4.2 Chromebook Repair

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability but the district will make every attempt to reduce downtime for students.

4.3 Charging Your Chromebook’s Battery



Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook each evening. If a continuous pattern of uncharged devices continues, possible consequences may be issued. *Only charge your Chromebook with the ASD provided charger.*

4.4 Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background photo on district Chromebooks. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

4.5 Sound, Music, Games or Programs

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

4.6 Printing

Printing is not supported from district Chromebooks. If printing is required for an assignment, it can be shared with a staff member and they can print for the student.

4.7 Internet Access off Campus

Internet access is filtered when using the ASD Chromebooks off-campus in compliance with district policies and CIPA. Students are allowed to access other wireless networks when they are off campus.

5. Managing Your Files & Saving Your Work

5.1 Saving Your Work

Students will save work in their district provided cloud-based or network storage drives. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for late or incomplete assignments.

6. Software on Chromebooks

6.1 Originally Installed Software

The software/apps/extensions originally installed by Adrian School District must remain on the Chromebook at all times.

6.2 Additional Software

The use of the student's school provided Chromebook is for educational purposes only. Adrian School District will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students allowed to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

6.3 Inspection

Students will be selected through the course of the year to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the



physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

6.4 Software Updates Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

7. Responsible Use

7.1 System Security

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem. • Any electronic devices brought on the ASD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures. Failure to comply will result in loss of computer/network privileges and possible disciplinary action.

7.2 Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the Adrian School District network without the permission of the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc. If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies ca

7.3 Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Adrian School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.
- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

7.4 Student Acknowledgement and Agreement



- Students continuously represent the Adrian School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.
- Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to ASD computer resources that include their device, district network, email, or internet access.
- The district has software and systems (Securly Filter) in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

Counseling Services

Guidance, counseling, and placement services are available through the counselor's office. Guidance and counseling is an integral part of Adrian R-III School's total educational program. The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, educational and vocational development. Students shall also watch for notices on the counseling website and google classroom in regards to scholarship opportunities.

Dance Admissions Policy

All dances at Adrian High School are for Adrian High School students and guests. Students on the ineligibility list (check Activity Handbook for eligibility requirements for dance), students who owe attendance hours, students on suspension, and middle school students may not attend high school dances. Students must be in attendance at school the entire day of the dance. If the dance is on a Saturday then they must be in attendance the day before. The following high school dance guidelines shall govern-out-of-district guests:

1. All guests must be registered at least (5) school days in advance.
2. All guests must be 20 years of age or younger at time of dance.
3. Guests must have been in good standing at their respective high school upon graduation.
4. No high school dropouts will be allowed.
5. All guests must accompany the person registered to them.

Dual Credit Classes

Adrian High School shall offer classes, where practical, that carry both high school and college credit. Staff qualifications and rules established by the Missouri Coordinating Board for Higher Education will guide in determining what classes, if any, may be offered in any given school term. Students choosing to enroll in classes to achieve college credit are responsible for all of their own tuition and fees. Classes are offered through the University of Central Missouri, University of Missouri-Kansas City and Central Methodist University. No student will be required to enroll for college credit.

Insurance

Students will be given an enrollment envelope for school insurance. This will explain the plan in full. The students will take this form home to your parents/guardians. If the parent/guardians wish to buy the insurance, the student will return his/her premium to the school with a check made payable to the insurance company. A supply of claim forms will be in the superintendent's office. Claims will be filed directly with the company. All questions concerning claim benefits and claim liability should be directed to the insurance agency:

Markel Insurance Company
PO Box 2009



Library Regulations

Books are generally checked out for a two-week period. Reference materials may be checked out overnight only and are due in the library by the next day. Current periodicals or magazines may be checked out for one week. Back issues are kept and circulated as a reference source. Periodicals are available by accessing MoreNet. Newspapers may be checked out for one hour only and shall be returned to the library. Fines for overdue materials will be \$.05 a school day for students in grades 6-12. Replacement costs will be assessed for any lost or severely damaged materials. The library is to be used as a study area. Noise and conversation are to be kept to a minimum. Students must have a library pass from the sending teacher.

Loitering on School Premises

Students are not to be in the building or on school premises **prior to 7:35 am or after 4:15 pm**. When necessary to arrive at school before 7:40 a.m. a student must have permission from the school office or an individual teacher. When students arrive at school they will remain in the designated areas, either the commons area or gymnasium. After the 8:05 am bell, students may go to their lockers.

Lunch

All students, including those who bring lunches, shall report to the lunchroom during their scheduled lunch period and shall remain there during that time. No student may leave the area unless granted specific permission by the lunchroom supervisor. Students should place money in their lunch accounts before lunch periods begin by placing it in an envelope in the container in the commons. When bringing an outside or home lunch, please ensure that it is for your individual student. No outside guests are allowed to eat lunch at school.

Student Lockers

Each student will be assigned a hall locker at registration. Students may not change locker assignments without clearance and permission from the office. A student is responsible for this locker throughout the school year and may be responsible for any damages. The locker should be kept clean and orderly. Nothing is to be displayed or kept in the locker that is contrary to school rules. Locks will be checked out through the high school office for a \$5.00 deposit. Students may not use their own lock. Gym locks will be checked out by the physical education department. All lockers shall be the responsibility of the student to lock. Leave your valuables at home- the school will not assume responsibility for your personal belongings.

Cell Phones

Missouri Senate Bill 68 is a law that mandates that students are no longer allowed to possess their cell phone during the school day. The law states that phones are to be powered off and not accessible to students during the entire school day, this includes passing periods and lunch time.

Visitors

Anyone who is not enrolled in school must report to the high school office upon entering the building. This includes parents who are dropping off items or picking students up for an appointment. Students in class are not to be disturbed. The legitimacy of the business will be determined by the office. Students are not allowed to bring visitors to school with them.

Alternative Methods of Instruction

If school is closed due to exceptional or emergency circumstances the school has an approved alternative methods of instruction plan, the district shall notify students and parents on each day of the closure whether the alternative methods of instruction plan is to be implemented for that day. If the plan is to be implemented on any day of the closure, the district shall ensure that each student receives assignments



for that day in hard copy form or receives instruction through virtual learning or another method of instruction.

Virtual Instruction

All attendance, grades, and procedures will follow board policy IGCD for virtual instruction purposes.

Directory Information

General Directory Information

The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

If you do not want this type of information about your child released, please send a note to that effect to the HS/MS office.

ATTENDANCE PROCEDURES

School attendance is an important part of each student's educational experience. Students who have good school attendance generally achieve higher grades and set positive habits that will help them to become successful in life. Absences from regular classroom learning experiences disrupt the continuity of the instructional process not only for the student who is absent, but for the entire class. Nothing can substitute for a true teaching and learning experience that occurs in the classroom. If a student must leave school before 3:35pm, communication must be made to the school by the parent/guardian and the student must sign out in the Front Office before leaving. In the event of a pre-planned absence (vacation, medical, legal, religious, etc.) the student must notify teachers and the attendance office in advance. Attendance is a shared responsibility of the student and the parent/guardian. All parties involved should be committed to having students in attendance unless absolutely necessary. With this in mind, please make sure that the following attendance regulations will prevail.

1. The Missouri State Law states that all children between the ages of 7 and 17 are compelled to attend school or receive adequate private instruction in the State of Missouri. Names of children in this age group not meeting the attendance regulations of their local school district shall be submitted to county juvenile authorities for further action. In addition, parents whose children do not meet these attendance guidelines will be reported for educational neglect.



2. Persistent unexcused absences from school by a student will result in disciplinary action by the Principal's office. Persistent absences from school could result in no credit earned as determined by the Attendance Policy.

When a student is going to be absent, the parent/guardian should call the high school/middle school attendance office (816-297-4460) on the morning of the absence and then bring in appropriate documentation to verify the absence. Any form of false communication regarding a student's absence may result in disciplinary action. It is our intent as a school to keep students safe and on a positive track towards graduation. Students in the A+ Schools Program are required to maintain an overall attendance rate of 95%.

A student is considered to be in attendance if the student is physically present in a class: participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or arrangement of the district.

If you are absent from school for any portion of the day you may not attend a district sponsored activity on that day and/or evening. For attendance for district activities over the weekend, Friday's attendance is used to determine eligibility to participate in weekend activities.

SEVEN DAY LIMIT PER CLASS

Except as indicated below, any absence will count toward a seven-day limit per semester. This means a student can only miss any class seven times before they will start receiving communication from the Attendance Committee. If a parent calls in to verify a student will be absent, unless it falls into one of the categories below, that absence still counts toward the student's seven-day limit in those classes. **If a parent or guardian does not call in to notify the school of the reason for a student's absence within 24 hours the student will be considered truant. See the discipline code for truancy consequences.**

IC Attendance Codes that do not count towards seven-day limit:

- T = Tardy to class
- F = School Activity/Field Trip or documented College Visit
- O = Out-of-School Suspension
- I = In-School-Suspension
- M = Documented Medical Absence
- C = Documented Court Absence

IC Attendance Codes that count towards the seven-day limit.

- A = Absent, Parent Verified
- U = Absent, NO Parent Contact (Truancy will be determined if no parent contact in 24 hours)

The following absences will be excluded from the seven-day limit with proper documentation:

- medical appointments
- two college visits per year for juniors and seniors (must have documentation)
- school-related activities in which the student is a participant
- religious observance
- history of chronic health problems (provided that proper documentation is filed with the attendance office)
- court related absences
- funerals

All other absences count towards the seven-day limit: The following are "examples" of absences that will count toward the absence limit, but the list does not include all potential absences that may occur. The list is included to help parents and students determine the definition of an allowable absence:

- oversleeping



- family vacations
- going “out of town”
- missing the bus
- no ride to school
- needed at home
- personal business
- car trouble test
- activity camps (not school sponsored)
- medical issues that do not result in a visit to a medical professional
- district/state contests or other school related activities in which student is not a participant
- other absences to be determined by administration

Procedures for Documentation of Student’s Absences

1. Parents are encouraged to call the high school office before 9:00 AM if their student will be absent. On the day of an absence efforts will be made to contact the parents, at home or work if contact was not made in the middle school/high school office.
2. All documentation will need to be submitted before the end of each semester where the absences occurred. The absence will be recorded as a no parent contact absence (U). The parent/guardian should provide the office with a note, or professional documentation, even if phone contact was made with the office. This will allow the absence to be recorded for more efficient record keeping. Notes should be dated and include parents’ or professionals’ signatures.
3. College Visit Forms need to be completed and approved by the attendance office prior to the date of the visit. All required signatures on the College Visit form must be completed for documentation.

Attendance Notification Procedures:

- After 5th absence in a class - warning letter sent home and student will be notified.
- After the 7th absence - the administration or designee will attempt to notify the parent and student that credit will be withheld from the class or specific classes that seven absences have occurred. Documentation will be provided to parents and students about the appeal process and attendance makeup procedures.
- If a student has reached or exceeded (10) absences the District will determine whether there is a reason to suspect educational neglect or whether the parent/guardian is violating the compulsory attendance laws. If so, the District will contact the Children’s Division of the Department of Social Services or the Bates County Juvenile Office.

ATTENDANCE, CREDIT, AND APPEALS

If a student misses more than seven days of any class, that student is at risk of not earning credit in that class. On the eighth and each subsequent absence, the Attendance Committee will meet regarding the student’s absences and determine steps needed to improve attendance, change behavior and to determine what is needed for credit to be earned in each course. If the student or parent/guardian feels that justifiable or extraordinary circumstances have contributed to exceeding the seven-day limit, the student and parent may appeal to the Attendance Review Committee for a resolution to earn credits. All documentation must be filed prior to the appeal request. An appeal letter must be completed and filed with the Attendance Office. The Attendance Review Committee’s evaluation shall be held within a reasonable time after the appeal is made. If **no** appeal request letter is received, credit will be in jeopardy.

The Attendance Review committee will consist of the building leadership team. In evaluating the appeal, the Attendance Review Committee will consider the reasons for all of the student’s absences. The committee will consider all relevant information including whether:

- The appeal form was returned to the office by the end of the semester in which absences occurred.
- The student has supplied reasons for each absence with appropriate documentation,
- All semester course work was completed as determined by the teacher.



The possible outcomes from an appeal to the Attendance Review Committee. Students and parents will be notified by mail indicating the outcome of the appeal process.

1. Credit not awarded.
2. Credit is awarded.
3. Students are assigned make-up time for class time missed, once made up, credit will be awarded.
4. Student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

Make-Up Hours

1. Must be made up outside of normal school hours
2. At the conclusion of each semester the hours owed and made up are final. You cannot carry over positive hours from a semester.
3. When make-up hours exceed 10 hours owed a parent conference will be requested by Administration.

Part-Time Attendance

Any student may attend school in the Adrian R-III School District in a part-time capacity subject to requirements established by the Adrian R-III School Board of Education for participants in the part-time study program. Such requirements shall be reasonable and be designed to preserve discipline, health and academic standards and shall not place an unreasonable burden on the accessibility of part-time attendance.

Part-time attendance can be granted to qualified students based on the following criteria:

1. The student's parent/guardian must support and verify the need for part-time attendance.
2. The student must be a senior in good academic and disciplinary standing.
3. Part-time attendance will not be granted if such status would possibly jeopardize graduating from high school — as in the case of insufficient grade credits.
4. Part-time attendance is granted only in a scheduled block including a minimum of four class periods of daily attendance is required.
5. A student granted part-time attendance is technically not a full-time student at Adrian High School. As such, participation in extracurricular activities and commencement ceremonies is not allowed.
6. Participation in district, state, and national assessments shall be required of all students
7. The final decision regarding granting part-time attendance is to be made by the Adrian R-III Board of Education

Make-Up Work:

All students who have been absent from class for whatever reason will be allowed and expected to make-up all schoolwork that they have missed. Students should contact his/her teacher before their absence to obtain make up work if possible, if not possible students can contact his/her teacher upon his/her return to school to obtain make-up work. Teachers and students will be expected to work together to get the schoolwork made up in a timely fashion. A general rule for make-up work will be that the absent student has the same number of days to make-up work that he/she was absent from school. If schoolwork is not completed in a timely fashion the student will receive an Incomplete Assignment referral. Students in ISS will be expected to complete all assignments in a timely manner as instructed by the classroom teacher during their time in ISS. Students that have been assigned to OSS shall complete and turn in all schoolwork upon their return to school or they will receive an Incomplete Assignment referral. Students on OSS will not be granted extra time.

STUDENT DRESS CODE

Adrian High School believes that clothing styles and specific articles of dress directly affect the educational atmosphere and order of the school. We are proud of our school and believe that pride in one's self is reflected in his/her own concern for appearance and grooming. We encourage all students to use good judgment and dress appropriately for school. When a staff member deems a student's



appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be referred to administration.

Hoods, hats, sunglasses and blankets are not to be worn in the hallways and classrooms during school hours. Extremes in wearing apparel or personal appearance which disrupt the learning process or interfere with the intended function of the school are not acceptable. Examples of inappropriate dress include, but are not limited to the following:

- Clothing that does not cover undergarments, chest, belly buttons, torsos, and barebacks while standing or sitting.
- Clothing and accessories that display statements, signs, or pictures with alcohol, tobacco, other drugs, weapons, violent themes, sexual innuendo, inappropriate language, inappropriate slogans, or references to gang affiliations will not be permitted.
- Pants, shorts and skirts that are not worn at waist level.
- Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc.) is prohibited.

A dress code violation will be dealt with under the school discipline policy. The student may be required to call his/her parents or guardians to bring appropriate clothing to school immediately. If no adult can be located to bring in clothing, the student may be required to wear a substitute article of clothing provided by the school if possible. If no other option is available, the student shall spend the remainder of the day in the in-school suspension room.

The administration has a right to amend this code without prior knowledge to students.

ACADEMICS AND GRADES

Grading Scale

95%-100%	A	4.0
90%-94%	A-	3.7
87%-89%	B+	3.3
83%-86%	B	3.0
80%-82%	B-	2.7
77%-79%	C+	2.3
73%-77%	C	2.0
70%-72%	C-	1.7
67%-69%	D+	1.3
63%-66%	D	1.0
60%-62%	D-	0.7
0%-59%	F	0.0

Homework Expectations

1. 30% of the grade can be tied to homework/classwork as part of the requirement for a course. (Teachers have the option to not use homework as part of their grade).



2. Teachers do not have to grade all coursework and homework that is assigned. However, if an assignment is going to be graded that needs to be communicated to the students.
3. Homework/Classwork that is turned late will be reduced to a maximum of 80% for that assignment.
4. Students who do not turn in an assignment will receive a Zero for that assignment.
5. NO EXTRA CREDIT is allowed on assessments.

Retesting Expectations

1. Students will be allowed to retake an assessment only one time unless other arrangements are made between the teacher, student, and administration. Any student regardless of grade earned on the initial test can have the opportunity to retake an assessment.
2. Each department will develop an expectation for students that must be met in order to retest.
3. All retests need to be completed within two weeks of the original assessment.
4. Students cannot receive a reduced grade on retaking an assessment.
5. Classes with weighted GPA points are not required to allow retesting.

Assessment Expectations

1. The following are acceptable types of assessments:
 - a. Test/Quiz
 - b. Project (Students need individual grades assigned if it is a group project)
 - c. Presentations/Performances
 - d. Labs/Lab Reports
 - e. Paper/Essay
2. Assessments can be paper/pencil or electronic based on the discretion of the teacher.
3. NO EXTRA CREDIT is allowed on assessments.
4. NO Cell Phone Usage by any students until all assessments are completed. Students with a cell phone out during an assessment will be disciplined for Academic Dishonesty and required to redo the exam.
5. There is to be no talking or horseplay between students until all students are completed with the exam.

IC Gradebook Information

1. The following assignment types will be used in IC gradebook:
 - a. Assessment
 - b. Homework/Classwork
 - c. Accelerated Reader
 - d. Final Exam
2. The following Special Marks will be used if no number grade is being assigned:
 - a. M = Missing = Zero Credit Assigned for assignment. Grade may be updated later
 - b. XMPT = Exempt = Student does not need to do an assignment. Does not calculate in grade. Transfer student, IEP, teacher or admin exemption.
 - c. INC = Incomplete assignment = Assignment not completed. Grade can be changed later after assignment is turned in.

Graduation Requirements

A student needs to have successfully passed 25 units for credit to receive an Adrian R-III High School Diploma. The outline of those units of credit is below. These requirements can be found in the high school counselor's office and Adrian R-III Board Policy IKF.

Listed below are the units of credit for graduation:

Communication Arts	4
Mathematics	3
Science	3



Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	.5
Personal Finance	.5
Electives	8
TOTAL	25

Weighted Classes

Student's GPA's are calculated by assigning each letter grade a number value, (A=4, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, F=0). The sum of all grade points is then divided by the number of classes taken. The grade weighting policy will assign different grade points for classes labeled as "weighted". Weighted classes will receive an extra .5 point for any grade higher than an F. This practice will result in what is known as a "weighted" GPA. Extra grade points from transfer weighted classes will only be given if those same classes receive extra points at Adrian R-III Schools.

Weighted Classes Offered:

All ITV and Dual Credit classes, Trigonometry & Calculus, Physics, Anatomy and Physiology and College Prep English.

Dual Credit Classes

Adrian High School shall offer classes, where practical, that carry both high school and college credit. Staff qualifications and rules established by the Missouri Coordinating Board for Higher Education will guide in determining what classes, if any, may be offered in any given school term. Students choosing to enroll in classes to achieve college credit are responsible for all of their own tuition and fees. Classes are offered through the University of Central Missouri, University of Missouri-Kansas City and Central Methodist University. No student will be required to enroll for college credit. If a student signs up for dual credit classes and decides to drop the course then they must do so by the 4th week of class and will receive the current grade at the time they drop for their high school credit. Students will not be able to enroll in virtual classes to take for the rest of the semester to replace the dropped course.

Grade Point Average (GPA)

The grade point average from Adrian R-III will only include those classes taken within the regular school calendar and regular school day. Classes students take online, virtual, or other formats outside the school day will not be utilized in calculating his or her GPA for local school awards, rank, or recognition.

Early Graduation

The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. A student who graduates early must complete all graduation requirements established by the Board of Education. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities, the early graduate will be treated as a graduated student.

Early Graduation Petition Procedure

The student and parent must:

1. Notify the counselor and principal in writing before November 1st.



2. Provide the superintendent and Board of Education, no later than December 1st, with a letter signed by the student and the parents/guardians asking for early graduation.
3. If all graduation requirements are met, the student will be granted early graduation upon completion of the 1st semester of coursework.
4. Students granted early graduation will no longer be eligible for school activities (athletics and senior trip, etc.), but they will be allowed to participate in commencement exercises.

Valedictorian and Salutatorian

The valedictorian will be the graduating senior with the highest cumulative grade point average (GPA) for the four years in high school. The salutatorian will be the graduating senior with the second highest academic average for the four years in high school. All semester grades for the grading periods will be used to compute averages. All semester grades will be averaged using the four point grading system described above in weighted classes. In the event of a tie, all students involved in the tie will be honored. Only graduating seniors who have completed at least the final two semesters of their high school experiences in the Adrian R-III School will be eligible for these honors.

A Honor Roll

After each grading period, there will be two honor rolls announced. A Honor Roll is for students who have straight A's for the grading period.

A/B Honor Roll

After each grading period, there will be two honor rolls announced. A/B Honor Roll is for students who have both A's and B's during the grading period.

Middle School Retention Policy

Adrian Middle School retention shall be based on:

1. Grades in core academic subject areas including math , science, social studies, English Language Arts, and reading literacy. All students will be required to pass all five core subject areas with a grade of D- or higher per semester. If a student receives an F for any semester, he/she will be REQUIRED to attend summer school in the area of deficiency in order to remain/move to the next grade level with their cohort group. A student receiving one failing grade will have a minimum 30 hours of summer school. A student receiving two failing grades will have a minimum of sixty hours of summer school. A student with three or more failing grades will have the possibility of retention. All students receiving summer school must pass assigned learning objectives in order to complete requirements for failing grades.
2. **Students who do not attend school and owe attendance hours at the end of the year are required to go to summer school to make up hours. If the student does not make adequate strides towards making up hours, then they will be retained.**

Academic Letter Award

Eligibility will be based upon grades earned during the academic school year and being a full-time student. A student must earn a minimum grade point average of 3.5 (4.0 scale) for each of the following grading periods: 1st semester, and third quarter. A student may be eligible for the first four consecutive school years beginning with the initial enrollment in grade 9. Any student receiving a failing grade in any class in any grading period will be ineligible for this award. All students must take a minimum of three Adrian High School core or weighted course offerings per semester (**Admin discretion based on A+ or graduation requirements for scheduling conflicts**).

National Honor Society Rating System

Candidates eligible for selection to the Adrian R-III National Honor Society must be seniors or juniors. Candidates eligible for election to this chapter shall have a minimum scholastic average of 3.5 on the 4-point scale. The scholastic level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. This does not guarantee automatic membership into the National Honor Society.



Qualified students are selected for the National Honor Society membership by a majority vote of the faculty council on the basis of scholarship, leadership, service, and character. The faculty council develops working definitions of these criteria and provides some objective measure of the student's qualifications in each of these areas. The faculty council consists of five faculty members.

A+ Program

A student must complete the following A+ program requirements:

1. Attend a designated A+ School for three (3) consecutive years prior to graduation.
2. Graduate with a minimum cumulative unrounded GPA of 2.50.
3. Graduate with a minimum cumulative Attendance Rate of 95%.
4. **Score a PROFICIENT OR ADVANCED ON THE ALGEBRA I, GEOMETRY, ALGEBRA II STATE EOC TEST OR STATE MANDATED ACT SCORE.**
5. Maintain a record of good citizenship at school and in the community.
 - a. As of August 2018, Adrian High School will use a point system to calculate citizenship.
 - i. Students earning ISS will receive three points per day
 - ii. Students earning OSS will receive four points per day
 - iii. Students who accumulate twenty-one points in a school year or a total of forty points throughout high school will be removed from the A+ Program due to good citizenship violation
6. Avoid the use of illegal drugs, alcohol, vaping products, and tobacco.
 - a. If a student tests positive for an illegal drug during random drug testing procedures, the student will be removed from the A+ program.
7. Successfully complete 50 hours or more of Peer Tutoring.
 - a. As scheduled by the counseling department within the student's junior or senior year
8. Register with selective services if required to do so by law.

To maintain A+ eligibility in college or public vo-tech school, I understand that:

1. I must be registered as a FULL-TIME STUDENT as defined by the college.
2. I must be working toward the completion of an approved Program of Study.
3. I must maintain a cumulative, minimum, unrounded GPA of 2.50.

Grade Level Classification of High School Students

Grade level classification is determined by the number of semesters of attendance and the number of credits the students have earned. The following criteria are used in determining grade level:

	Semester's Complete	# of credits
Freshman	0	0
Sophomore	2	6
Junior	4	12
Senior	6	18

Students will participate in class meetings and activities based on their level of classification. Students are only moved up a grade level at the beginning of each school year. Students moving to Adrian High School during their junior or senior year will be handled individually.

High school students failing a class will be expected to make-up credit where applicable in summer school. The high school counselor will be in contact with the student and parents of students with failing grades.

Cass Career Students

Incoming juniors or seniors may apply to attend Cass Career Center. The number of students that may attend CCC is limited. Students will be selected on the following criteria: GPA, discipline, attendance,



and the future plans of the student. Students who enter the CCC program are expected to complete the program. Students must be full-time Adrian students in order to attend the Cass Career Center. Students who are approved to attend shall maintain good grades and attendance. A junior student receiving an “F” for the semester will not be allowed to attend as a senior. Students who miss the CCC bus are required to stay at school for the remainder of the day. Students who leave without permission from the office will be considered truant. See the Cass Career Center Student Handbook for additional guidelines. Students will have the opportunity to earn 3.5 credits at the career center each year. Students are required to complete English and math credits required for graduation at Adrian High School. If CCC is in session, students are expected to attend class even if Adrian is not in session. When Adrian has school, but CCC is not in session, students are given the opportunity to leave during the CCC class time. If a student does not return by 2:25 pm the student is considered truant and may lose the privilege of leaving the school building. When CCC is not in session, Cass Career students with a D or F in a class or with attendance concerns will be expected to remain at school. Adrian R-3 will provide transportation to and from Cass Career Center. Students shall ride the bus to and from CCC unless approved by the administration. Any student who does not ride the bus to and from CCC may forfeit his/her privilege to attend.

MO Options Student

Eligibility for the MO Options program will be determined by the administration and counseling staff. Enrolling students must be at least 17 years old and at risk of dropping out or not graduating with their cohort group. Students must maintain an attendance rate of 90% or higher to remain eligible for graduation ceremonies, prom, and other related activities. Students that are enrolled in the MO Options program are not eligible for MSHSAA activities or senior trips.

Students must maintain the following:

- 15 Hours of academic work per week or
- Must have full-time status through either classes at school or related-work experience

Work Release Program

Students may enrich their education experience by obtaining a job during school hours. In order to be enrolled in the work release program, you must have approval from the principal and counseling department. Work release can be scheduled for up to three hours per school day and the student is expected to complete the following:

1. Maintain work experience hours per week equivalent to the number of hours assigned
2. Must be a senior who has met specific graduation expectations
3. Correspond with the Work Release Coordinator about requirements, workplace documentation, and work supervisor evaluations
4. Work experience supervisor cannot be a relative
5. In the event that the student loses their job, then they will be required to remain at school under the supervision of the Work Release Coordinator until a new job is obtained - If a new job is not obtained within one week the student will be enrolled in an independent study course and will remain at school and report to the ITV classroom during scheduled work release time

Scheduling Requirements

All students will meet with the counseling department to establish and develop course schedules for each school year. All students will be required to take a minimum of three core or weighted courses per semester. Students must carefully consider ALL classes in which they enroll and are expected to remain in those courses selected according to their Career Path. Once enrollment has been completed and class schedules established, changes can ONLY be made through appointment and approval with the counseling department within the first three days of the semester.



DISCIPLINE POLICIES

Student Discipline

All behavior is with a purpose. Discipline is training that corrects, molds, or perfects the mental faculties or moral character. School authorities and parents must ensure an environment in the Adrian School which is conducive to the learning process and establishes a discipline code that reflects the community's standards and expectations for student behavior. Discipline standards are important to the maintenance of an atmosphere where orderly learning is possible and encouraged.

District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for disorderly conduct in school, and to and from school, during school-sponsored activities, or during intermission or recess periods.

The Student Code of Conduct is designed to foster student responsibility; and respect for the rights of others and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or the Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at any activity whether on or off school property.

Authority of Staff Members

All staff members have the authority and responsibility to correct unacceptable behavior. Requests of any staff member must be obeyed immediately, whether or not that person is a member of the high school, middle school, or elementary faculty.

Reporting to Law Enforcement

It is the policy of the Adrian R-III School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibited Conduct

The Board of Education has adopted minimum guidelines for principals to follow when issuing punishment for infraction listed below. The list does not include every offense that may warrant disciplinary action. Therefore, principals must weigh all factors and use professional judgment in administering discipline.



The principal or designee will inform parents (guardians) of discipline procedures whenever in-school or out-of-school suspension is given. The principals and parent(s) need to communicate and work closely in all disciplinary matters for the welfare of the students.

Definitions of Disciplinary Actions

Detention – Assignment of supervised time, other than regular class time, may be made by certified staff. Detentions will be served either morning or afternoon. Morning Detention is 7:15 AM to 7:45 AM and After-School Detention is 3:45 PM to 4:15 PM on Tuesday and Thursday.

Expulsion – The Board of Education may expel a student on a permanent basis.

In-School Suspension (ISS) – Students can be assigned by the principal to a supervised and isolated study area for a specific length of time.

Student Expectations

- Students will turn cell phone into office
- Students will work on classwork or read AR book. (No Playing of Games)
- No sleeping and no listening to music
- Students are required to complete all work that is assigned by classroom teachers
- Students will work quietly
- No food or drinks
- Show instructor work when completed

If Student does not follow rules listed above:

1st offense - Redirect / Chance to correct behavior

2nd offense - Sent to office (office may extend discipline to extra days)

Defiant while in ISS (Refusal to work / arguing with Instructor) - Parents will be called and student will be given OSS for 1 to 3 days

Loss of Privileges — Participation and/or attendance can be disallowed in out-of-class activities by the appropriate sponsor or staff member.

Out-of-School Suspension for Up to 10 days (OSS) – The principal may suspend a student from all class and out-of-school activities for a specific period of time up to ten (10) days.

Out-of-School Suspension for Up to 180 days (OSS) – The superintendent may suspend a student from all class and out-of-school activities for a specific period of time up to 180 days.

Parent Involvement – Parents are made aware, through verbal or written contact, of existing conduct or achievement. Their direct involvement may or may not be requested.

Saturday School – Assignment of supervised time on Saturday morning from 8:00 AM-12:00 PM. Half Saturday school is from 8:00 AM- 10:00 AM.



DISCIPLINARY DEFINITIONS AND ACTIONS
3 MINOR OFFENSES = MAJOR OFFENSE

Offense	Definition	Minor/Major	Middle School	High School
Academic Dishonesty/Cheating/Lying	Adrian Students will produce authentic work and be honest in words and Actions.	-Minor: General dishonesty, substituting someone else's work for your own. Ex: Daily work, homework. -Major: Not telling the truth when it involves someone's personal safety or property damage. Ex: Tests/assessments, major or assignments.	1st Offense: After school detention: required to redo the assignment with a 20% grade reduction. 2nd Offense: Detention: required to redo the assignment with a 20% grade reduction. 3rd Offense: 1 days of ISS, required to redo the assignment with a 20% grade reduction. Subsequent Offense: 1-10 Days ISS/OSS Grade Reduction up to zero percent	1st Offense: After school detention: required to redo the assignment with a 20% grade reduction. 2nd Offense: 1 day of ISS: required to redo the assignment with a 20% grade reduction. 3rd Offense: 2 days of ISS, required to redo the assignment with a 20% grade reduction. Subsequent Offense: 1-10 Days ISS/OSS Grade Reduction up to zero percent
Physical Contact/Physical Aggression	Adrian students will have respect for others' personal space and will report physical conflicts.	-Minor: Pushing or shoving in class. Pre-fight aggression or posturing, bumping into others. Pre-fight aggression: proximity to each other, posturing, glaring, gestures, planned physical contact/aggression, physical symptoms (heavy breathing, clenched fists, etc.) -Major: Aggressive behavior - fighting, kicking, biting with the intent to do harm; retaliating.	1st Offense: 3 days of ISS 2nd Offense: 5 days of ISS 3rd Offense: 3 days of OSS Fighting/Assault: 1st Offense: 3 days OSS 2nd Offense: 5 days OSS 3rd Offense: 10 days OSS 4th Offense: 1-180 days of OSS or expulsion Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another. 1st Offense: Expulsion	1st Offense: 3 days of ISS 2nd Offense: 5 days of ISS 3rd Offense: 3 days of OSS Fighting/Assault: 1st Offense: 5 days OSS 2nd Offense: 10 days OSS 3rd Offense: 1-180 days of OSS or expulsion Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another. 1st Offense: Expulsion
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.		1st Offense: Minimum 10 days OSS 2nd Offense: Expulsion	1st Offense: Minimum 10 days OSS 2nd Offense: Expulsion
Automobile/Vehicle Misuse	Driving and parking on school property are		Not applicable.	Failure to follow these rules and procedures will result in suspension or revocation of



	<p>privileges granted by the Board of Education to persons who have reasons to be in schools or school property. Students are expected to use acceptable courtesies and safe driving practices on and around school property. Principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials.</p>			<p>driving privileges as well as other disciplinary action.</p>
<p>Bullying/Cyberbullying/Harassment/Teasing/Taunting (see board policy JFCF)</p>	<p>Adrian students will use language that respects and validates others and their values and beliefs.</p>	<p>-Minor: "Put Downs", threatening and or disrespectful body language or posturing; or insults.</p> <p>-Major: Threats/extortion; racial/social-economic/sexual/ethnicity, sexual orientation/cultural remarks; continued pattern of minor</p>	<p>Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. 1st Offense: Minimum 3</p>	<p>Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. 1st Offense: Minimum 3 days ISS 2nd Offense: Minimum 5</p>



		<p>offenses; continued proximity after separation,</p> <p>cyberbullying or intimidation</p>	<p>days ISS</p> <p>2nd Offense: Minimum 5 days ISS</p> <p>3rd offense: minimum 3 days OSS</p> <p>Subsequent Offense: 1-180 Days OSS</p>	<p>days ISS</p> <p>3rd offense: minimum 3 days OSS</p> <p>Subsequent Offense: 1-180 Days OSS</p>
Bus or Transportation Misconduct (see Board Policy JFCC)	<p>Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.</p>		<p>1st Offense: Warning/Detention</p> <p>2nd Offense: 3 days off bus</p> <p>3rd Offense: 5 days off bus</p>	<p>1st Offense: Warning/Detention</p> <p>2nd Offense: 3 days off bus</p> <p>3rd Offense: 5 days off bus</p>
<p>Disrespect/Non-verbal aggression (see Board policy AC if illegal harassment or discrimination is involved)</p>	<p>Adrian students will cooperate and respond in a respectful manner that meets school and classroom expectations when addressed.</p>	<p>-Minor: Talking back or eye rolling. Refusal to participate</p> <p>-Major: Repeated refusal, ignoring requests that lead to escalation or unsafe behavior.</p>	<p>1st Offense: Conference/Detention</p> <p>2nd Offense: Minimum 1 days ISS</p> <p>3rd Offense: Minimum 3 days ISS</p> <p>4th Offense: Minimum 5 days ISS</p> <p>5th Offense: Mandatory Parent Conference and 1 day OSS</p>	<p>1st Offense: Conference/Detention</p> <p>2nd Offense: Minimum 1 days ISS</p> <p>3rd Offense: Minimum 3 days ISS</p> <p>4th Offense: Minimum 5 days ISS</p> <p>5th Offense: Mandatory Parent Conference and 1 day OSS</p>
Defiance	<p>Adrian students will do their best work and follow directions.</p>	<p>-Minor: Not completing class work or not following directions</p> <p>-Major: Threat or intimidation. Verbal threats of aggression against another person. Bold</p> <p>disobedience. (ex: running away, running out of the building)</p>	<p>1st Offense: Conference with Student</p> <p>2nd Offense: Conference Parent/ Student</p> <p>3rd Offense: Minimum 1 Detention</p> <p>4th Offense: Minimum 2 days ISS</p> <p>5th Offense: Minimum 5 days ISS</p>	<p>1st Offense: Conference with Student</p> <p>2nd Offense: Conference Parent/ Student</p> <p>3rd Offense: Minimum 1 Detention</p> <p>4th Offense: Minimum 2 days ISS</p> <p>5th Offense: Minimum 5 days ISS</p>



<p>Disruption</p>	<p>Adrian students will exhibit cooperative behaviors, take turns, and contribute appropriately to class discussions and activities.</p>	<p>-Minor: Tattling or distracting other students. Repeating disruptive behavior.</p> <p>-Major: Behavior that stops the learning in the classroom; requests that lead to escalation and or an unsafe environment.</p>	<p>1st Offense: Minimum Admin Conference and/or detention 2nd Offense: Minimum 2 Detentions 3rd Offense: Minimum 1 day of ISS 4th Offense: Minimum 3 days ISS 5th Offense: Minimum 5 days ISS</p>	<p>1st Offense: Minimum Admin Conference and/or detention 2nd Offense: Minimum 2 Detentions 3rd Offense: Minimum 1 day of ISS 4th Offense: Minimum 3 days ISS 5th Offense: Minimum 5 days ISS</p>
<p>Dress Code Violation</p>	<p>Adrian students will wear clothing that is school appropriate.</p>	<p>-Minor: Inappropriate clothing. No hats/hoods</p> <p>-Major: Student refusal to address the issue. Grossly inappropriate dress. Beyond 3 minors.</p>	<p>1st offense: Warning - Change into different clothes 2nd offense: Detention - Change into different clothes 3rd offense: 2 Detentions - Change into different clothes 4th Offense: 1 Day ISS - Change into different clothes Subsequent Offenses: 1-10 Days of ISS</p>	<p>1st offense: Warning - Change into different clothes 2nd offense: Detention - Change into different clothes 3rd offense: 2 Detentions - Change into different clothes 4th Offense: 1 Day ISS - Change into different clothes Subsequent Offenses: 1-10 Days of ISS</p>
<p>Drugs/Alcohol/ Possession of a Controlled Substance or Illegal Item (see Board policies JFCH and JHCD)</p>	<p>Adrian students will avoid possession or use of an illegal substance or illegal or unsafe item.</p>	<p>-Minor: Inappropriate drug/alcohol references or talking about usage.</p> <p>*possible referral for counseling or help</p> <p>-Major: Under the influence, possession, distribution, paraphernalia of drugs or possession of actual or look-alike guns, knives or other weapons.</p>	<p>1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. 1st Offense: ISS or 1-180 days of OSS. Subsequent Offense: 1-180 days of OSS or expulsion</p> <p>2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as</p>	<p>1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. 1st Offense: ISS or 1-180 days of OSS. Subsequent Offense: 1-180 days of OSS or expulsion</p> <p>2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section</p>



			<p>substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act. 1st Offense: Minimum 10 days OSS 2nd Offense: Expulsion</p> <p>3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance, drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act. 1st Offense: 1-180 days out-of-school suspension 2nd Offense: Expulsion</p>	<p>202(c) of the Controlled Substances Act. 1st Offense: Minimum 10 days OSS 2nd Offense: Expulsion</p> <p>3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance, drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act. 1st Offense: 1-180 days out-of-school suspension 2nd Offense: Expulsion</p>
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.		<p>1st Offense: Minimum 5 days ISS 2nd Offense: Minimum 3 days OSS 3rd Offense: Minimum 10 days OSS</p>	<p>1st Offense: Minimum 5 days ISS 2nd Offense: Minimum 3 days OSS 3rd Offense: Minimum 10 days OSS</p>
Failure to Meet Conditions of Suspension	Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity as defined by district policy as a serious violation of the district's discipline policy. See		<p>1st Offense: Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Subsequent Offense: Verbal warning, detention, ISS, 1-180 days OSS, or expulsion.</p>	<p>1st Offense: Verbal warning, detention, ISS, 1-180 days OSS, or expulsion. Subsequent Offense: Verbal warning, detention, ISS, 1-180 days OSS, or expulsion.</p>



	section of this regulation titled, "Prohibition against being on or near school property during suspension."			
False Alarms (see also "Threats or Verbal Assault")	Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening; or disturbing people, disrupting the educational environment or causing evacuation or closure of school property.		1st Offense: Minimum 5 days OSS 2nd Offense: Minimum 10 days OSS 3rd Offense: Expulsion	1st Offense: Minimum 5 days OSS 2nd Offense: Minimum 10 days OSS 3rd Offense: Expulsion
Inappropriate Language	Adrian students will communicate using language that is school appropriate for all audiences and ages.	-Minor: Name calling or antagonistic language, accidental cursing. -Major: Language that creates an unsafe climate or repeated name calling. Language that relates to race, religion, previous experience, derogatory nicknames. Repeated use of inappropriate language.	1st Offense: Minimum Principal/Student Conference/Warning 2nd Offense: Minimum 2 Detentions 3rd Offense: Minimum 3 Detentions 4th Offense: Minimum 1 days ISS 5th Offense: Minimum 3 days ISS Subsequent Offenses: 1-10 Days of ISS	1st Offense: Minimum Principal/Student Conference/Detention 2nd Offense: Minimum 2 Detentions 3rd Offense: Minimum 1 day of ISS 4th Offense: Minimum 3 days ISS 5th Offense: Minimum 5 days ISS Subsequent Offenses: 1-10 Days of ISS
Public Display of Affection/Sexual Activity	Adrian students will show school appropriate affection. Physical contact which is inappropriate for the school setting including, but not limited to, kissing and groping.	-Minor: Physical contact with another student; kissing -Major: Continued pattern of minor offenses or sexual activity in/on school property.	1st Offense: Principal/ Student conference/Detention 2nd Offense: Minimum 1 days ISS 3rd Offense: Minimum 3 days ISS Sexual Activity	1st Offense: Principal/ Student conference/Detention 2nd Offense: Minimum 1 days ISS 3rd Offense: Minimum 3 days ISS Sexual Activity 1st Offense: Conference/Detention/ISS/1-180 days of OSS



			1st Offense: Conference/Detention/ISS/ 1-180 days of OSS 2nd Offense: Detention/ISS/1-180 days of OSS	2nd Offense: Detention/ISS/1-180 days of OSS
Sexual Harassment (see board policy AC)	<p>a. Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, request for sexual favors and other unwelcome sexual advances. Administrative conference to clarify and collect documents and evidence of the harassment</p> <p>b. Unwelcome physical contact based on gender or of sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing. Administrative conference to clarify and collect documents and evidence of the harassment.</p>		<p>a. 1st Offense: Minimum 3 days ISS 2nd Offense: Minimum 5 days ISS 3rd Offense: Minimum 5 days OSS</p> <p>b. 1st Offense: Minimum 3 days OSS 2nd Offense: Minimum 5 days OSS 3rd Offense: Minimum 10 days OSS</p>	<p>a. Offense: Minimum 3 days ISS 2nd Offense: Minimum 5 days ISS 3rd Offense: Minimum 5 days OSS</p> <p>b. 1st Offense: Minimum 3 days OSS 2nd Offense: Minimum 5 days OSS 3rd Offense: Minimum 10 days OSS</p>



	c.			
Sexually Explicit, Vulgar or Violent Material	Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography, or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.		1 st Offense-Confiscation.: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension Subsequent Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1 st Offense-Confiscation.: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension Subsequent Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Skipping Class	A student is not where they are assigned or have teacher or administrator permission to be during class. Student has remained on school property.		1st Offense: 2 Detentions 2nd Offense: 1 Day ISS 3rd Offense: 3 Days ISS 4th Offense: 5 Days ISS Subsequent Offenses: 1-10 Days of ISS Potential Juvenile Referral	1st Offense: 2 Detentions 2nd Offense: 1 Day ISS 3rd Offense: 3 Days ISS 4th Offense: 5 Days ISS Subsequent Offenses: 1-10 Days of ISS Potential Juvenile Referral
Skipping Detention/Saturday School	Failure to attend an assigned detention without prior approval and rescheduling with the office or a classroom teacher.		1st Offense: Reschedule Detention 2nd Offense: 2 Detentions 3rd Offense: 2 Days ISS 4th Offense and Subsequent: Saturday School If a student fails to attend an assigned Saturday School, the student will receive three (3) days ISS	1st Offense: Reschedule Detention 2nd Offense: 2 Detentions 3rd Offense: 2 Days ISS 4th Offense and Subsequent: Saturday School If a student fails to attend an assigned Saturday School, the student will receive three (3) days ISS and the Saturday School will be re-assigned.



			and the Saturday School will be re-assigned.	
Tardies	Not in the seat or area at designated time or area. Tardies are calculated as a total for the semester not for each individual class. Tardies will restart at semester. Any student arriving 15 minutes late to an hour will be considered absent for that hour.		MS Tardy Procedures 6th Tardy: Warning 7th and 8th - Detention 9th through subsequent offenses: 1 Day of ISS for each tardy	HS Tardy Procedures 6th Tardy: Warning 7th and 8th - Detention 9th through subsequent offenses: 1 Day of ISS for each tardy
Technology Misconduct (see Board policies EHB and KKB and regulation EHB-R)	All students will treat all technology with respect and use the device as directed.		1. Attempting; regardless of success, to: gain unauthorized access to a technology system or information; used district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Technology misconduct includes all school wide activities and statewide assessments. 1 st Offense: 1-180 days out-of-school suspension, suspension or loss of user privileges.	1. Attempting; regardless of success, to: gain unauthorized access to a technology system or information; used district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Technology misconduct includes all school wide activities and statewide assessments. 1 st Offense: 1-180 days out-of-school suspension, suspension or loss of user privileges. Subsequent Offense: 1-180 days out-of-school suspension, expulsion,



			Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges.	suspension or loss of user privileges.
Cell Phones/Electronic Devices	Cell phones are not allowed to be on or turned on during the school day. Phones should be powered off and put away for all students. Smart watches and bluetooth devices are also not allowed. If a phone is visible to a staff member they will be subject to discipline. If there is a medical reason to use a cell phone, that will be allowed per a 504 or health plan.		1st Offense: Device is confiscated/returned to student at the end of the day plus an after school detention 2nd Offense: Device is confiscated/parent-guardian must pick up in the office plus 1 day of ISS 3rd Offense : Device is confiscated/ parent-guardian must pick up in the office plus 2 days of ISS	1st Offense: Device is confiscated/returned to student at the end of the day plus an after school detention 2nd Offense: Device is confiscated/parent-guardian must pick up in the office plus 1 day of ISS 3rd Offense : Device is confiscated/ parent-guardian must pick up in the office plus 2 days of ISS
Use of audio or visual recording equipment in violation of Board policy KKB			1st Offense: Confiscation, Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Confiscation, Principal/Student conference, detention, or in-school suspension, or 1-10 days OSS.	1st Offense: Confiscation, Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Confiscation, Principal/Student conference, detention, or in-school suspension, or 1-10 days OSS.
Technology Misuse	Using technology when not appropriate for the educational activities or setting. Includes but not limited to: browsing of the Internet, taking pictures, playing games, online forums or chats, streaming videos,		1st Offense: Warning/Detention 2nd Offense: Detention 3rd Offense: 2 Detentions 4th Offense: 1 Day ISS 5th Offense: 3 Day ISS	1st Offense: Warning/Detention 2nd Offense: Detention 3rd Offense: 2 Detentions 4th Offense: 1 Day ISS 5th Offense: 3 Day ISS



	<p>streaming music, or any other inappropriate behavior not suitable for an educational environment. Depending on content and/or behavior of students the discipline actions for technology use could fall under options 1-4 of Technology Misconduct Discipline Policies that are stated above.</p>			
Theft	<p>All students will respect the property of others.</p>	<p>-Minor: Taking another's property (minor value)</p> <p>-Major: Taking another's property (significant Sentimental or monetary value).</p>	<p>1st Offense: Minimum 3 days OSS, restitution 2nd Offense: Minimum 5 days OSS, restitution 3rd Offense: Minimum 10 days OSS, restitution</p>	<p>1st Offense: Minimum 3 days OSS, restitution 2nd Offense: Minimum 5 days OSS, restitution 3rd Offense: Minimum 10 days OSS, restitution</p>
Threats or Verbal Assault	<p>Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</p>		<p>1st Offense: Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion. Subsequent Offense: ISS, 1-180 days OSS, or expulsion.</p>	<p>1st Offense: Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion. Subsequent Offense: ISS, 1-180 days OSS, or expulsion.</p>
Tobacco/Vaping	<p>Possession or use of any tobacco/vaping products on school grounds, school transportation or at any school activity.</p>		<p>1st Offense: Minimum 3 days ISS 2nd Offense: Minimum 1 days OSS and 3 days ISS 3rd Offense: Minimum 3 day OSS and 3 days ISS</p> <p>Subsequent Offenses: Minimum 5 Days OSS</p>	<p>1st Offense: Minimum 3 days ISS 2nd Offense: Minimum 1 days OSS and 3 days ISS 3rd Offense: Minimum 3 day OSS and 3 days ISS</p> <p>Subsequent Offenses: Minimum 5 Days OSS</p>



			<p>After each offense student will be assigned after school detention to complete tobacco awareness training</p> <p>If student refuses to participate in any aspect of this discipline a Juvenile Referral will be placed</p>	<p>After each offense student will be assigned after school detention to complete tobacco awareness training</p> <p>If student refuses to participate in any aspect of this discipline a Juvenile Referral will be placed</p>
Truancy (see Board policy JEDA)	Absence from school without the knowledge and consent of parents/guardian and administration.		<p>1st Offense: Minimum 3 days ISS</p> <p>2nd Offense: Minimum 5 days ISS</p> <p>3rd Offense: Minimum 10 days ISS</p>	<p>1st Offense: Minimum 3 days ISS</p> <p>2nd Offense: Minimum 5 days ISS</p> <p>3rd Offense: Minimum 10 days ISS</p>
Unauthorized Entry	Entering or assisting any other person to enter a district facility, office, locker or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.		<p>1st Offense: Principal/Student conference;detention, ISS or 1-180 days OSS.</p> <p>Subsequent Offense: 1-180 days of OSS or expulsion.</p>	<p>1st Offense: Principal/Student conference;detention, ISS or 1-180 days OSS.</p> <p>Subsequent Offense: 1-180 days of OSS or expulsion.</p>
Vandalism	Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.		<p>1st Offense: Minimum 3 days ISS, restitution.</p> <p>2nd Offense: Minimum 5 days ISS, restitution.</p> <p>3rd Offense: Minimum 3 days OSS, restitution.</p>	<p>1st Offense: Minimum 3 days ISS, restitution.</p> <p>2nd Offense: Minimum 5 days ISS, restitution.</p> <p>3rd Offense: Minimum 3 days OSS, restitution.</p>



Weapons	Possession or use of any weapon as defined in Board policy, other than those defined by 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or Section 571.010 RsMo.		1st Offense: Minimum 5 days OSS. 2nd Offense: 10 days OSS. 3rd Offense: Expulsion	1st Offense: Minimum 5 days OSS. 2nd Offense: 10 days OSS. 3rd Offense: Expulsion
Weapons-Firearms	Possession or use of a firearm as defined in 18 U.S.C. 921 or Section 571.010 RsMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).		1 st Offense: Expulsion, unless modified by the Board upon recommendation by the superintendent.	1 st Offense: Expulsion, unless modified by the Board upon recommendation by the superintendent.

Changes in School Handbook

The Adrian R-III School Board of Education reserves the right to make changes in the Adrian Middle and High School Student Handbook as deemed necessary. A handbook cannot cover all possible activities of a school. Items not covered are left to the discretion of the principal in consultation with the superintendent. The handbook is a part of the Adrian R-III School Board of Education’s policy and rules incorporated therein by reference.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Adrian R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Adrian R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Adrian R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians.



Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Adrian R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Adrian R-III Central Office 601 North Houston weekdays between 8:00 and 3:30.

This notice will be provided in native languages as appropriate.

Parent/Guardian Right to Know

Our district is required to inform you of certain information that you, according to the *Every Student Succeeds Act (ESSA)*, which is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*, have the right to know. Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools the professional qualifications of their child's teachers and paraprofessionals.

Our school receives Title I funding and upon parent/guardian request, our district will provide to, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent/guardian:

- Information on the achievement level of their child in each of the state academic assessments as required under this part; and
- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

